

2019-2020 Virginia Non-Chesapeake Bay Watershed Roundtable Support Request for Applications (RFA)



Source of Funding: Federal Clean Water Act Section 319(h) Nonpoint Source Implementation Grant

Amended: 1/29/2019 (changes indicated in YELLOW)

Issued By:

Virginia Department of Environmental Quality

Email: npsgrants@deq.virginia.gov

Division of Water Planning, Office of Watershed Programs

Physical Address: 1111 East Main Street, Richmond, VA 23219

<https://www.deq.virginia.gov/Programs/Water/CleanWaterFinancingAssistance/NonpointSourceFunding.aspx>

Timeline

January 14, 2019

Issue request for applications

March 11, 2019

Deadline for submitting applications

April 1, 2019

Target date to begin executing project agreements

December 31, 2020

Target completion date for all project awards

A. PURPOSE AND BACKGROUND

EPA Strategic Plan Goal: Protecting America's Waters

EPA Strategic Plan Objective: Protect and Restore Watersheds and Aquatic Ecosystems.

The purpose of this Request for Applications (RFA) is to solicit applications from Watershed Roundtable organizations for projects that promote watershed stewardship and local TMDL implementation. The focus of this RFA is on Watershed Roundtables located in Virginia and outside of the Chesapeake Bay Watershed. Watershed Roundtables are designed to bring together diverse local stakeholders who have a vested interest in their communities and concern for local water quality, thus filling an important role in statewide efforts to improve local water quality. Proposed activities should foster partnerships and strengthen communication among diverse community organizations, local entities, and/or state agencies. Additionally, projects should promote watershed protection and restoration initiatives, provide education and outreach opportunities to a variety of stakeholders, support pollution reduction activities, and/or strengthen ongoing implementation of TMDL Implementation Plans.

In particular, DEQ encourages applicants to focus on the "what you can do" question for watershed residents. This could be done by organizing public presentations or workshops by the Virginia Cooperative Assistance Program (VCAP), cooperative extensions, master gardener programs, soil and water conservation districts, Southeast Rural Community Assistance Project (SERCAP), and non-governmental organizations that provide funding or education related to BMP implementation. The goal would be to serve as a resource and facilitator about getting the word out about watershed protection and restoration.

For 2019, funding is limited to two categories: 1) to continue roundtable activities occurring under existing agreements, and 2) to establishing a new watershed roundtable or re-establishing an inactive watershed roundtable. For a complete list of eligible activities, please see Section C.

Expected outcomes or results for both categories of funding should include:

- Protection and restoration of watersheds and aquatic ecosystems and the improvement of local water quality;
- Communication and interaction with key stakeholders to address nonpoint source (NPS) pollution;
- Increased sign-up and participation in BMP installation;
- Targeted education and outreach initiatives with the goal of increasing BMP implementation to improve water quality in TMDL implementation watersheds.

Applications received in response to this RFA will be considered for funding for a grant with variable grant periods. For Category 1 applicants, the grant period will vary between 15-21 months depending on the current grant agreement end date. All grants to Category 1 applicants should end no later than December 31, 2020. For Category 2 applicants, the maximum grant period is 18 months, beginning as early as April 1, 2019 and ending on December 31, 2020. Funding will be awarded to eligible organizations through a competitive negotiation process that evaluates the potential of each organization and project to effectively achieve the desired outcomes. Applicants with current roundtable grant awards from DEQ are expected to develop applications that do not contain activities whose timelines overlap with existing agreements.

B. ELIGIBLE APPLICANTS

There are two categories of organizations within the Commonwealth of Virginia that are eligible to apply:

- Category 1: Established watershed roundtables outside of the Chesapeake Bay Watershed currently receiving Section 319(h) funding from DEQ for roundtable activities
- Category 2: Local or regional organizations establishing a new watershed roundtable or organizations re-establishing watershed roundtables outside of the Chesapeake Bay Watershed

C. ELIGIBLE ACTIVITIES

DEQ intends to award funding for the support of Watershed Roundtable activities that lead to a positive impact on the water quality of the rivers, lakes, and estuaries of the Commonwealth of Virginia. All activities must address NPS pollution prevention, watershed health, and community engagement in local TMDL implementation. See section D for funding restrictions.

Eligible Activities for Category 1 Applicants:

1. Administrative Support and Communication

- a. Website Hosting & Maintenance
 - The focus of effort should be on creating content and promoting events specific to the watershed that reflect the Commonwealth's priorities for water quality and watershed health and local watershed cleanup goals.
 - The website should:
 1. Be active throughout the extent of the grant agreement. If the site is under development, a specific timeline for development and launch should be included in the application.
 2. Include:
 - a. Steering committee meeting and other relevant business and administrative information. Examples include but are not limited to: bylaws, strategic plans, list of board members, minutes,

presentations, newsletters, annual reports, and contact information.

- b. Information regarding current projects and initiatives.
- c. Connections to general content, other agencies, resources, reports, etc. (e.g. other roundtables, grants and funding opportunities, general homeowner tips, or statewide events) should be accomplished via URL links rather than duplication of information on the project sponsor's website.

3. Be updated, at minimum, on a quarterly basis.

- b. Office supplies and equipment use for the sole purpose of completing roundtable activities
- c. Collaborative project development (development of grant proposals or initiatives for NPS restoration and protection activities)
- d. Increased membership or executive board capacity and future sustainability
- e. Roundtable/watershed organization coordinator or facilitator
- f. Roundtable/watershed organization membership sustainability
- g. Steering committee meetings
- h. Indirect costs are only allowable if the organization has a federally approved Indirect Cost Rate Agreement (which must be provided)

2. Education, Outreach and Engagement Projects

- a. Large watershed educational events such as, forums, workshops, conference, regional networks, or other programs (e.g., "Watershed Awareness Day," "Regional Watershed Conference")
 - i. Events and programs should focus on local watershed cleanup, restoration, and protection goals and targets. Connections should be made to TMDL reduction goals that will benefit from local actions.
 - ii. Event must demonstrate active participation of a large number of individuals from many interest groups.
- b. Annual stakeholder meetings (workshop, forum, or other event with stakeholder engagement and participation)
 - i. Allowable expenses include: postage, speakers travel/fee, and printing & copying materials
- c. Special reports or outreach tools regarding watershed health and restoration (e.g., Healthy Waters study)
- d. Development of a strategic or long-term organization plan for watershed conservation
- e. Social media initiatives and electronic media outreach to increase stakeholder awareness
- f. Signage for watershed protection or education

3. Citizen Water Quality Monitoring

- a. Development of a water quality monitoring (WQM) plan that will provide consistent and verifiable data
- b. Development and maintenance of a DEQ-approved Quality Assurance Project Plan (QAPP); a QAPP is required of any program receiving funding for WQM
- c. Purchase of supplies (pre-authorized by DEQ) to implement an approved WQM plan and QAPP
- d. Training of volunteers to collect data
- e. Conducting approved water quality monitoring activities per a DEQ approved QAPP

4. Nonpoint Source Pollution Prevention or Restoration Projects

(Note: Include information that explains BMP installation and pollution reduction calculations for practices implemented using grant or match funds.) Watershed restoration activities include:

- a. Stream restoration
- b. Rain gardens
- c. Rain barrels
- d. Riparian buffer plantings and maintenance
- e. Turf-to-trees plantings
- f. Soil testing
- a. Pet waste (bag/collection stations, composters/digesters, education programs, etc.)
- b. Low impact development demonstrations (e.g., pervious pavers)
- c. BMP prioritization for local governments
- d. Measurement of practice changes by stakeholders/program attendees to quantify/characterize pollution reductions (i.e., through behavioral changes or before/after awareness questionnaire)

Eligible Activities for Category 2 Applicants:

1. Administrative Support and Communication

- a. Roundtable/watershed organization coordinator or facilitator designation
- b. Roundtable/watershed organization membership recruitment and sustainability
- c. Capacity building workshops for executive board and future sustainability
- d. Establishment or re-establishment of bylaws, committees, and foundational organization documents and policies
- e. Steering committee meetings
- f. Annual forums, workshops, events, networks, and programs to promote robust participation across a diverse stakeholder group
- g. Office supplies and equipment use for the sole purpose of completing roundtable activities
- i. Website Hosting & Maintenance
 - o The focus of effort should be on creating content and promoting events specific to the watershed that reflect the Commonwealth's priorities for water quality and watershed health and local watershed cleanup goals.
 - o A specific timeline for development and launch is required.
 - o The website should:
 - 1. Include:
 - a. Steering committee meeting and other relevant business and administrative information. Examples include but are not limited to: bylaws, strategic plans, list of board members, minutes, presentations, newsletters, annual reports, and contact information.
 - b. Information regarding current projects and initiatives.
 - c. Connections to general content, other agencies, resources, reports, etc. (e.g. other roundtables, grants and funding opportunities, general homeowner tips, or statewide events) should be accomplished via URL links rather than duplication of information on the project sponsor's website.
 - 2. Be updated, at minimum, on a quarterly basis.

- h. Indirect costs are only allowable if the organization has a federally approved Indirect Cost Rate Agreement (which must be provided)

2. Education, Outreach and Engagement Projects

- a. Large watershed educational events such as, forums, workshops, conference, regional networks, or other programs (e.g., “Watershed Awareness Day,” “Regional Watershed Conference”)
 - i. Events and programs should focus on local watershed cleanup, restoration, and protection goals and targets. Connections should be made to TMDL nutrient and sediment reduction goals that will benefit from local actions.
 - ii. Event must demonstrate active participation of a large number of individuals from many interest groups.
- b. Annual stakeholder meetings (workshop, forum, or other event with stakeholder engagement and participation)
 - iii. Allowable expenses include: postage, speakers travel/fee, and printing & copying materials.
- c. Special reports or outreach tools regarding watershed health and restoration (e.g. Healthy Waters study)
- d. Social media initiatives and electronic media outreach to increase stakeholder awareness
- e. Signage for watershed protection or education

D. INELIGIBLE ACTIVITIES

Activities that are not eligible and will not be supported with funding in either categories 1 or 2 include:

1. Lobbying. Grant funds may not be used for litigation against Virginia or the United States or for participating in various forms of lobbying. If successful, applicants must certify that they are compliant with the current restrictions on Lobbying of [2 CFR Part 220.450](#).
2. Outreach specifically delivered as K-12 education. Participation by children or schools in water quality monitoring or as volunteers in buffer and/or tree planting or other restoration projects is permitted.
3. Indirect Costs, agency operating expenses, or expenses for the purposes of replacing or otherwise reducing any general, non-general, or special funds allocated or appropriated to any state agency. Exception: if an approved Negotiated Indirect Cost Rate Agreement with a federal cognizant agency is provided.
4. Any activities already planned, underway, or accomplished through the use of any other funding, unless the activities are “above and beyond” those already funded.
5. The purchase of food, beverages, or refreshments with grant funds.
6. Promotional materials, such as memorabilia, gifts, souvenirs, or other items designed solely to promote a governmental or non-governmental entity.

E. AVAILABLE FUNDING

There are two categories of funding through this RFA:

Category 1: award(s) to established watershed roundtables currently receiving 319h funding from DEQ to continue roundtable activities. Grant award amounts will be based upon the length of the grant period. A maximum of \$750 per month per grantee is available for a maximum award amount of \$15,750. The grant period may not overlap with existing DEQ grants for roundtable activities and must

end on or before December 31, 2020. Awards to established watershed roundtables may be made through amendments to existing grant contracts.

Category 2: award(s) to organizations establishing new or re-establishing inactive watershed roundtables. Grant award amounts will be based upon the length of the grant period, which must end on December 31, 2020. A maximum of \$500 per month per grantee is available for a maximum award amount of \$9,000.

DEQ will determine the final grant awards in order to maximize the cost-effectiveness of grant funds and support the maximum number of applicants with qualifying projects. Accordingly, the amount requested by the applicant may not equal the amount of the final grant award. DEQ reserves the right to amend grants to add additional funding if additional funding sources become available.

F. GRANT AGREEMENT REQUIREMENTS

DEQ will use its standard grant agreement and general terms and conditions for federally-funded grant projects to award funding through this RFA. Examples of the standard grant agreement and general terms and conditions are available upon request.

Project sponsors will be required to provide progress reports documenting progress and work products to the assigned DEQ Project Manager. Reporting guidelines and a schedule will be included in the standard grant agreement Scope of Service Reporting section upon award. Reporting is generally required on a quarterly basis and includes: a financial narrative, including personnel time tracking, if applicable (Form A1), a financial reporting form/invoice (Form B1), and a milestone table (Form C1).

All 319h grants administered by DEQ are operated on a cost reimbursement basis. This means grantees must expend organizational funds for grant-related expenses then request reimbursement from DEQ through an established reporting process. DEQ will process all payment requests according to the Virginia's Prompt Payment Act, Article 2.1, Code of Virginia, Sections 11.62.1 through 11.62.11. DEQ will remit payment within 30 calendar days after receipt of receiving a complete and proper invoice with the required backup documentation or approved invoice which ever date is later.

If the approved scope of work includes the implementation of Best Management Practices (BMPs), data regarding their installation and completion must be submitted on a quarterly basis through the DEQ BMP Warehouse. The project sponsor must submit an Operations and Maintenance (O&M) plan for each BMP within 60 calendar days of the effective date of the grant contract.

If the approved scope of service includes water quality monitoring; the development and submission of a Quality Assurance Project Plan (QAPP) is required to be submitted within 60 days of the effective date of the grant contract.

Administrative, programmatic, and grant project management guidelines for projects awarded funding are available at

<https://www.deq.virginia.gov/Programs/Water/CleanWaterFinancingAssistance/NonpointSourceFunding/GrantProjectManagementManual.aspx>.

Unless otherwise approved by DEQ, proposed best management practices (BMPs) should meet the specifications and design guidance available at

https://www.deq.virginia.gov/Portals/0/DEQ/Water/NonpointSource/ImplementationProjects/DEQ-NPSBMPGuidelines_FY19.pdf.

H. APPLICATION PACKAGE REQUIREMENTS, PREPARATION AND SUBMISSION INSTRUCTIONS

The application package includes several required components. All required elements must be submitted in order for the application to be considered for review, and no additional information will be considered in the evaluation.

APPLICATION PACKAGE DOCUMENTS		
All components must be in an electronic format.		
<p>(1) Completed 2019-2020 Virginia Section 319(h) Non-Chesapeake Bay Watershed Roundtable Support RFA Application Form (Excel) (Attachment 1)</p> <p>https://www.deq.virginia.gov/Portals/0/DEQ/Water/NonpointSource/RoundtableRFA/RoundtableRFA_319(h)_Application_Form_Attach_1.xlsx</p> <p>Includes:</p> <ul style="list-style-type: none"> Tab 1: Application Tab 2: Project Partners Tab 3: BMP Activity Tab 4: Project Budget Tab 5: Milestones Tab 6: Water Quality Monitoring Plan Tab 7: Application Checklist and Certification (print, sign, and scan) 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>(2) Completed 2019-2020 Virginia Section 319(h) Non-Chesapeake Bay Watershed Roundtable Support RFA Narrative Proposal (Word) (Attachment 2)</p> <p>https://www.deq.virginia.gov/Portals/0/DEQ/Water/NonpointSource/RoundtableRFA/RoundtableRFA_319(h)_Narrative_Proposal_Attach_2.docx</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>(3) Negotiated Indirect Cost (IC) Rate Agreement from Cognizant Agency – <i>required if recovering IC</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>(4) For Category 2 applicants only, provide the following: a copy of the organizational charter (if enacted), a list of representative organizations or stakeholders (confirmed or planned), and a description of the applicant's role as, or work performed as, a watershed organization. A link to an appropriate website that describes organizational structure and purpose is also acceptable.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I. PREPARATION AND SUBMISSION INSTRUCTIONS

In order to be considered for selection, applicants must submit their application with all required components (refer to Section G). Applications must be submitted electronically via e-mail to the Virginia Department of Environmental Quality by **11:59 pm on Tuesday, March 11, 2019**. Incomplete and/or applications not received by the due date and time will be disqualified.

No additional information submitted by an applicant will be considered in the evaluation.

Email application packages to: npsgrants@deq.virginia.gov

Please use the email subject line: "2019-2020 Non-Bay Watershed RFA_<insert name of applicant>"

J. DEQ CONTACTS

Please direct general questions regarding the grant application process to npsgrants@deq.virginia.gov, subject "Non-Bay Roundtable RFA".

Specific questions regarding regional watershed organization activities should be directed to the identified Nonpoint Source Coordinator or regional contact person for each of the [DEQ Regional Offices \(RO\)](#):

- **Piedmont RO:** Kelley West, (804) 527-5029, kelley.west@deq.virginia.gov
- **Tidewater RO:** Steven Hummel, (757) 518-2024, steven.hummel@deq.virginia.gov
- **Blue Ridge RO:** James MoneyMaker, (540) 562-6738, james.moneymaker@deq.virginia.gov
- **Southwest RO:** Stephanie Kreps, (276) 676-4803, stephanie.kreps@deq.virginia.gov

K. EVALUATION AND AWARD CRITERIA

All applications will be evaluated by a review team designated by DEQ and scored based on the evaluation criteria listed below. A final cumulative score will be calculated for all applications based upon scores from all review team members. DEQ will rank all applications from highest to lowest cumulative score.

DEQ reserves the right to not award all available funding due to quality concerns and to award funding to applications that can start within the start date parameters without conflicts.

Evaluative Criteria	Maximum points
Project Information, Activity Description, and Timeline: The applicant provides sufficient detail on project activities to evaluate the capacity of the project sponsor to complete proposed activities. The proposal identifies a targeted geographic area, provides a detailed description of the watershed, and an overview of the stakeholders in that area. The applicant must demonstrate their knowledge of watershed protection and restoration initiatives, education and outreach experience, understanding of pollution reduction activities, and knowledge of ongoing implementation of TMDL Implementation Plans. The proposed timeline and milestones are realistic for the grant period. Acquisition of necessary permits, authorizations, and approvals are accounted for in the timeline. For category 1 applicants, describes any anticipated changes to the current work plan.	30
Budget Review: The proposal package provides comprehensive, accurate, and complete budget information. The budget is organized and proposes the use of grant and match resources effectively and efficiently. The funds requested are realistic for the requested time period and for the deliverables listed, and include reasonable assumptions for the various cost categories.	20
Outcomes (Education and Outreach, Watershed Stewardship, etc.): The education and outreach activities and/or watershed stewardship BMPs and activities described in the application support existing or well-described watershed planning efforts. The applicant	15

includes activities and events to promote watershed stewardship and improvement. Tangible, measurable results and methodology for adhering to them is described.	
Outcomes (Partnership Building and Collaboration): The applicant has adequately identified key partnerships. The manner in which partners will further the achievements and accomplishments listed in the application is sufficiently detailed. Identify the roles and responsibilities of each partner to implement the outcomes listed in the proposal. For category 2 applicants, provides a detailed plan for stakeholder recruitment.	15
Experience with Project Administration: The applicant has the experience and capacity to manage grants and projects and has the capability to complete all grant-related requirements. Past record of grant projects funded with DEQ grant funds will be taken into consideration. Applicants who have had previous grants cancelled or who have had awarded grant funds reduced may receive zero points in this category. Category 2 applicants are expected to demonstrate their ability and readiness to begin project activities as proposed in the milestone table.	10
Organizational Structure and Purpose is supportive of local/regional watershed restoration goals: The applicant demonstrates the capability of the sponsor and partners to successfully complete the project (e.g. qualifications, expertise, and role within the community).	10
Evaluation Criteria Maximum Points	100